



JOB DESCRIPTION

JOB TITLE: Director of Finance

DEPARTMENT: Finance

REPORTS TO: City Manager

DATE: May, 2009

EMPLOYEE UNIT: Management & Confidential

Supersedes: September, 2006

FLSA EXEMPT: Yes

JOB SUMMARY: Under administrative direction of the City Manager, the Director of Finance serves as City's Chief Financial Officer and Risk Manager and the Redevelopment Agency Treasurer and Finance Director. The Director of Finance plans, organizes, and directs the accounting, auditing, cash management, revenue collection, utility billing, fiscal data processing, grant accounting, and other financial management information activities of the City; and coordinates the preparation of the City's budget process.

CLASS CHARACTERISTICS: This is an executive management position, with full responsibility for managing the activities of the department through subordinate management and supervisory staff. Successful performance of the work requires the ability to independently implement varied programs in conformance with generally accepted standards, appropriate laws and regulations.

This is an "At-Will" classification which means the Director of Finance serves at the will of the City Manager and may be removed at any time without cause, notice, or right of appeal.

ESSENTIAL DUTIES AND RESPONSIBILITIES: The following duties are performed personally, in cooperation with the City Manager, and/or in coordination with other City staff and community groups. Additional duties may be assigned.

1. Develop and direct the implementation of goals, objectives, policies, procedures for the Finance Department and related activities.
2. Establish financial controls and prepare financial reports and analyzes for accounting and operational management purposes including periodic budget status reports.
3. Identify revenue sources to support City expenditures and ensure that rates and charges for City service are current and appropriate.
4. Oversee treasury function, ensuring prudent investment of idle cash while maintaining adequate cash availability to meet current obligations and debt service in conformance with applicable State law and adopted Council policy.

5. Oversee the scheduling and coordination of the preparation and assembly of the budget document.
6. Administer grant funds and ensure that the City complies with financial legal requirements.
7. Direct and/or review the work of contract consultants for auditing, analysis, fee determination, and insurance purposes.
8. Responsible for purchasing activities and the establishment and administration of purchasing policies and procedures in accordance with provisions in the municipal code.
9. Plan, assign, review and evaluate the work of professional, technical and support staff.
10. Provide training, evaluation, and professional development for department personnel.
11. Direct the billing and collection of revenues for City-provided services.
12. Represent the City in meetings and act as liaison with members of business, financial, professional and regulatory agencies, citizens and others.
13. Confer with members of City departments regarding financial requirements and activities.
14. Conduct studies and recommends administrative, organizational and policy improvements with City-wide implications.
15. Prepare and recommend methods for financing City projects including working with financial consultants in preparing bond sale documents.
16. Assist the City Treasurer with administrative details relating to City finance and investments.
17. Prepare staff reports and make City Council and Redevelopment Agency presentations as necessary.
18. Work with the City management team to further organizational goals and objectives.
19. Oversee debt financing administration.
20. Provide multi-year budget projections and strategic planning information for all City funds.
21. Recommend financial policies for consideration of the City Manager and City Council.
22. Collaborate with the Association of Bay Area Governments and implement policies regarding risk management matters.
23. Serve as staff to the Morgan Hill Corporation Yard Commission, and other assigned committees.
24. May serve as Acting City Manager in the City Manager's absence.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Requirements listed below are representative of the knowledge, skill, and/or ability required.

Education & Experience:

1. Possess a Bachelors degree from an accredited college in accounting, business, public administration, or closely related field. A Master's degree in accounting and/or related field is preferred.
2. Substantial professional accounting experience that includes at least five years in a municipal setting and at least three years supervision of professional and clerical staff.

Licenses & Certificates:

1. Possession of a valid California Class C driver's license in compliance with adopted City driving standards.
2. CPA or CPFO is desired.

Other Requirements:

1. Must be able to meet bonding requirements for this position.

Knowledge of:

1. Principles, procedures, and methods used in the fields of public finance administration, particularly in the areas of cost accounting, budgeting, auditing, revenue management, business license and utility billing administration and investing of public monies.
2. Appropriate laws regulating the financial administration of municipal government.
3. Basic principles of business, purchasing, and risk management.
4. Relevant knowledge as needed to supervise the City's automated finance department.
5. Administrative and supervisory principles and practices.

Skill in:

1. Planning, assigning, reviewing and evaluating the work of technical and office support staff.
2. Developing and implementing goals, objectives, procedures and work standards.
3. Analyzing, interpreting and applying complex ordinances, rules and regulations.
4. Developing, installing and modifying sound accounting systems and procedures.
5. Preparing, verifying, analyzing and reconciling complex financial and accounting documents, records and reports.
6. Analyzing situations accurately, using independent judgment and adopting effective courses of action.
7. Providing outstanding customer satisfaction (internally and externally).
8. Use of common office software including Microsoft Office and applicable specialized finance software applications.

Ability to:

1. Communicate orally and in writing in a clear, concise and convincing manner.
2. Represent the City effectively in meetings with others.
3. Establish and maintain effective working relationships with those contacted in the course of work.

4. Negotiate effective solutions to complex problems.

PHYSICAL DEMANDS: Physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. While performing the duties of this job, the employee is regularly required to talk or hear. Employee frequently is required to sit, stand, walk, use hands and fingers to handle or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, or crouch.
2. Employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and depth perception, the ability to adjust focus.

WORK ENVIRONMENT: Work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. The work environment is generally indoors in a temperature-controlled office; some travel is required.
2. Noise level in the work environment is usually moderate.